

Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery



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Introduction



About the project



Starting the project



The collection



- ❧ 244 scrapbooks housed in the University Archives
- ❧ Most are commercially made scrapbooks/albums
- ❧ Created by students and staff
- ❧ Institutional focus (not created for individual students)
- ❧ Years ranging from 1906 – 2002
- ❧ Sizes ranging from 6" x 4 ¾ to 25" x 19 ¾
- ❧ Page count between 10 and 50 – two sided
- ❧ Collection was unprocessed, some were cataloged

Scrapbook origins



❧ The scrapbooks were created for:

- Academic associations
- Academic departments
- Campus events and activities
- Dormitories
- Individual classes
- Student organizations



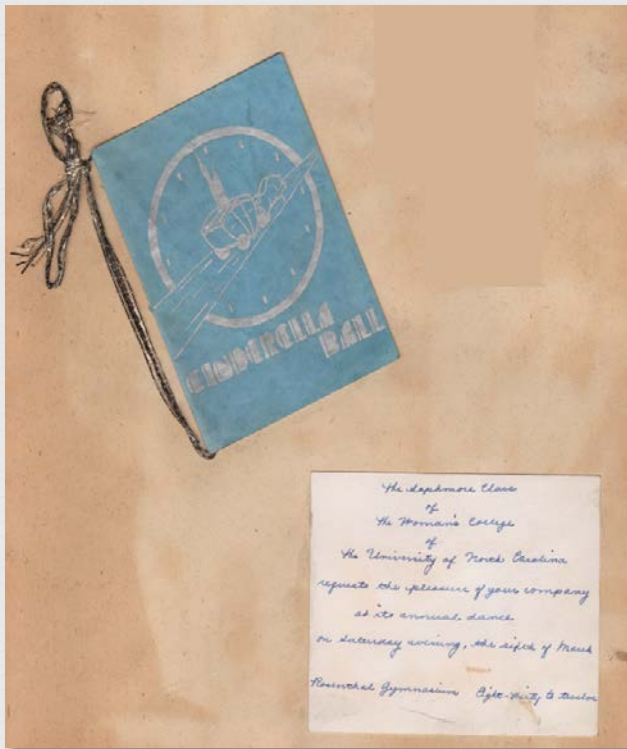
Condition



- ❧ Most in fragile condition
- ❧ In various states of disrepair
 - poor paper quality
 - discolored pages
 - holes, rips, etc.
 - detached items
 - flora and fauna
- ❧ Items attached to the pages by
glue, tape, photo corners, and other adhesives
- ❧ Folded papers, disassembled binding, etc.



Varied & unique content



- Programs and posters
- Photographs
- Correspondence
- Dance cards and invitations
- Clippings
- Ephemera
- Class songs and poems
- Information regarding special campus events

Academic associations



North Carolina Home Economics Association (1982)



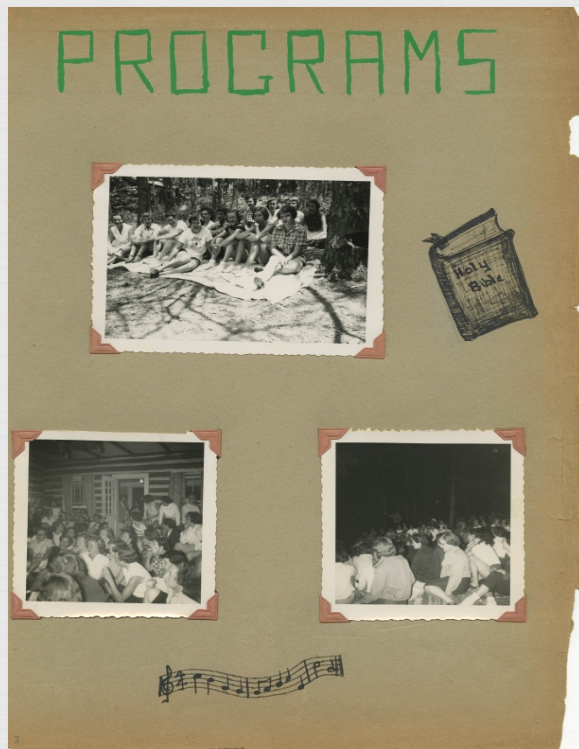
Delta Pi Epsilon (1974-1977)



Academic departments



Physical Education, Junior
Majors Camp (1953)



Theatre Department
(1979-1981)



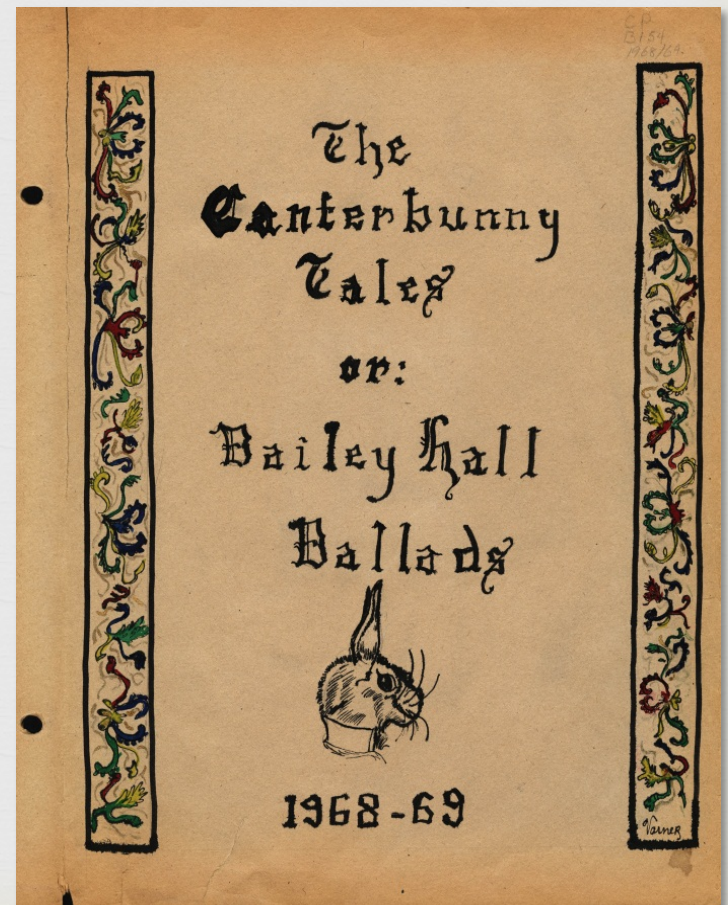
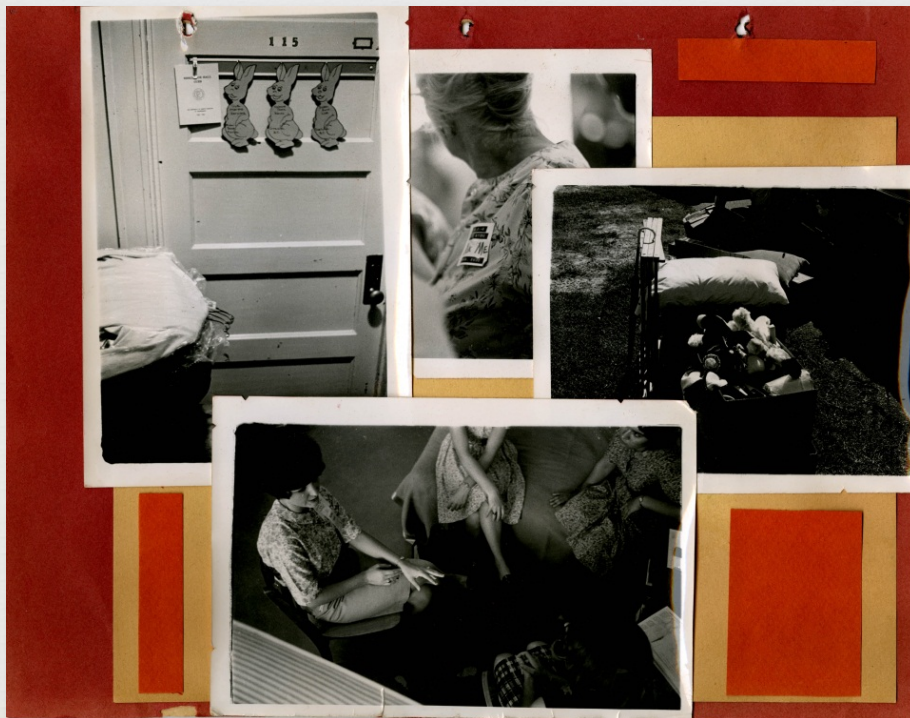
Campus events and activities



Dormitories



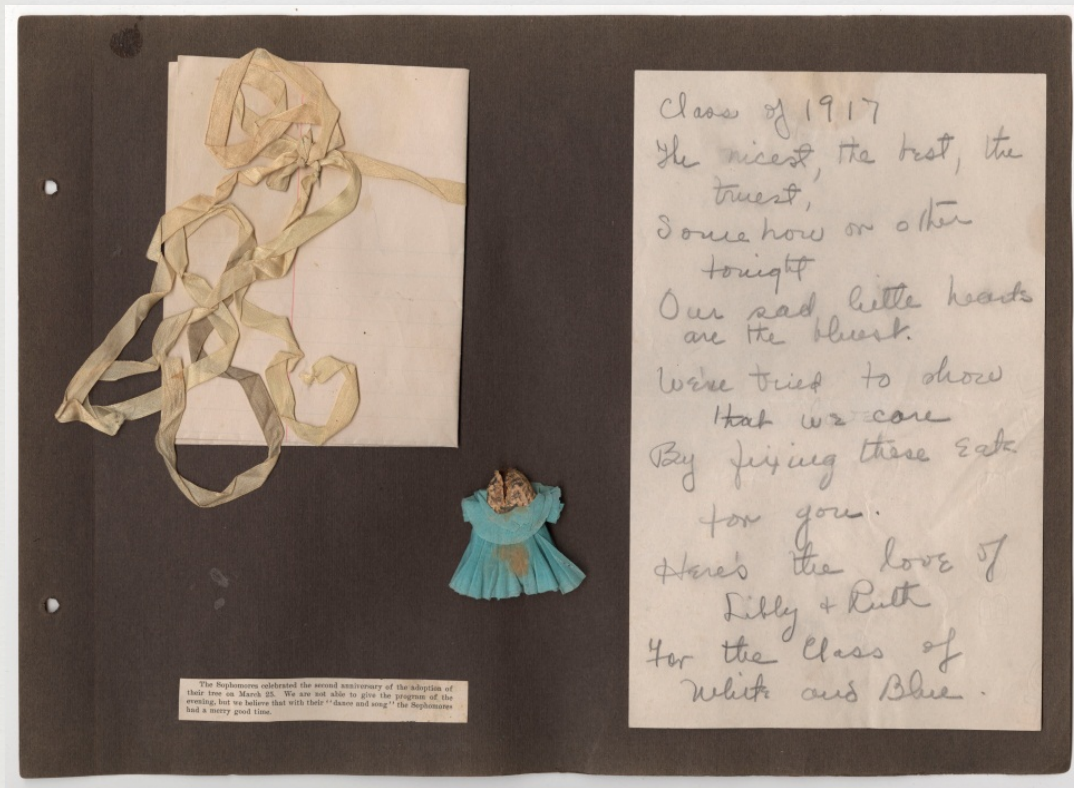
1960s



Individual classes



Class of 1917

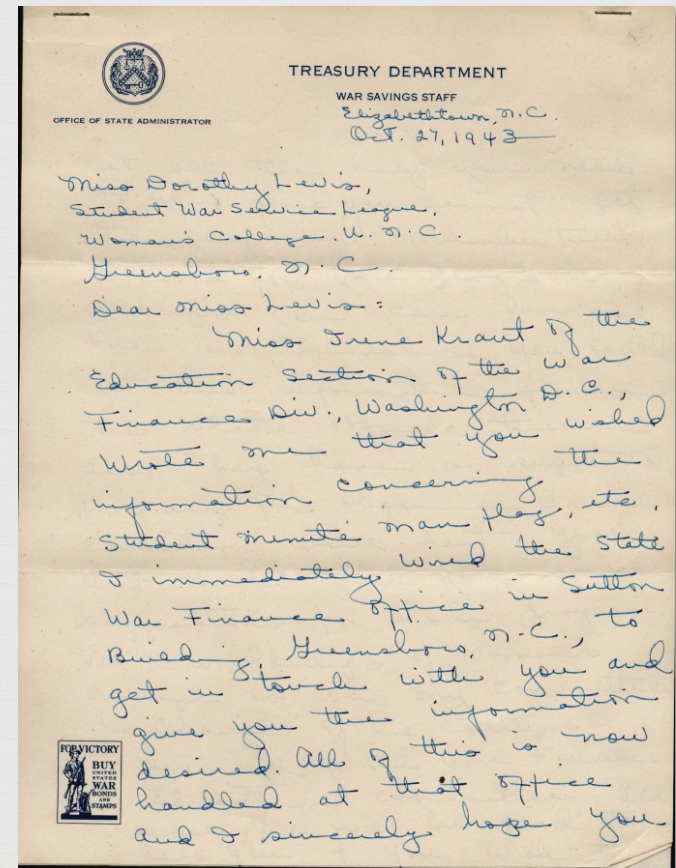


Peanut in Alice Blue
Gown

Student organizations



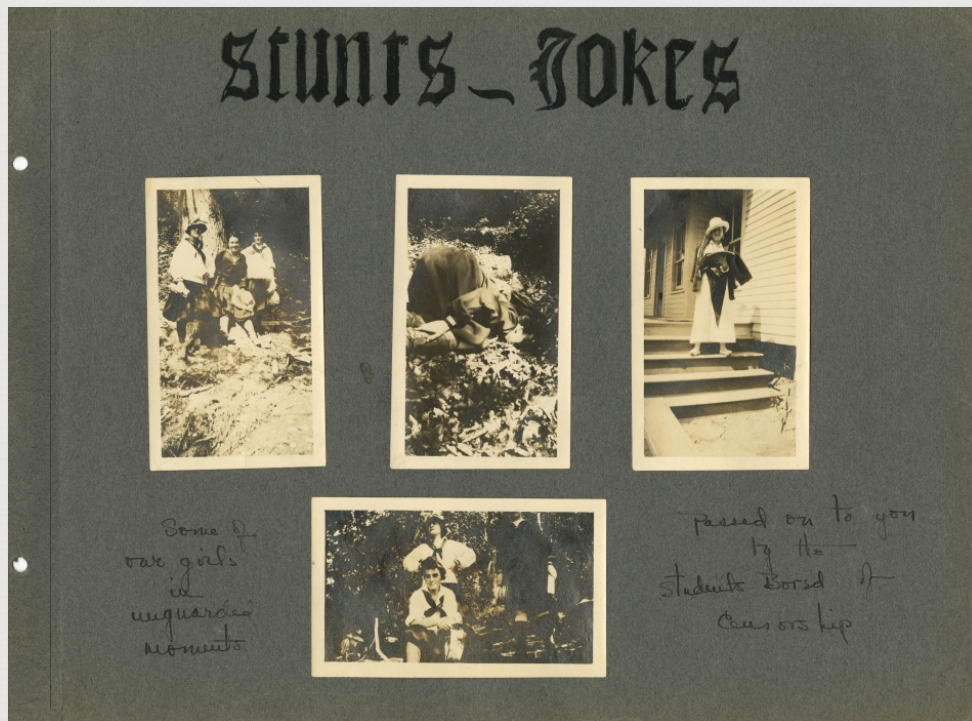
War Service League (1943-1944)



Student organizations



Y.W.C.A.

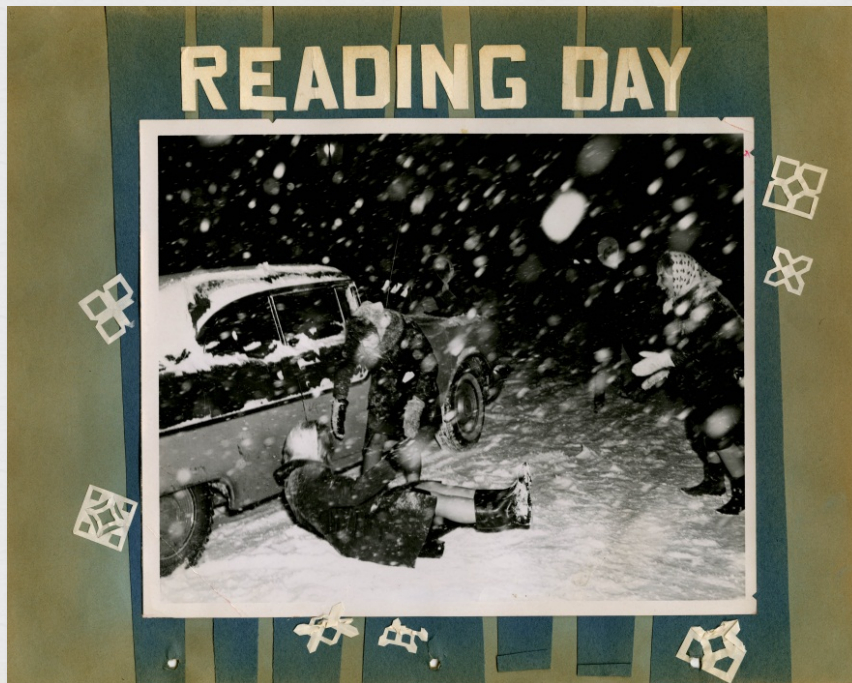


Student Nurses
Association (1969)

Significance



☞ Glimpse of history through the students' eyes

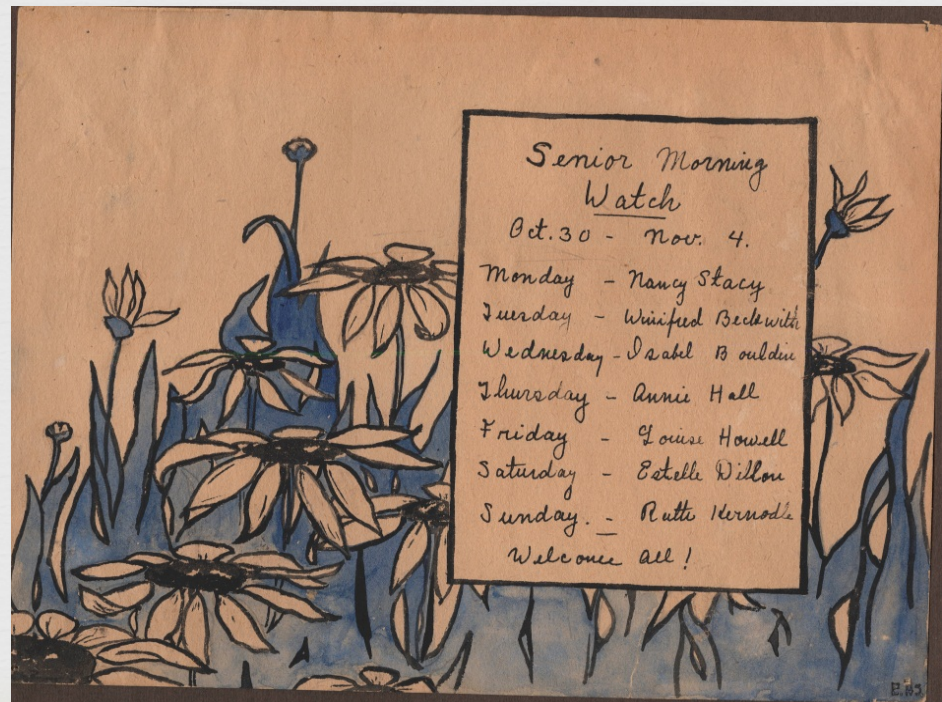


<p>PAM WILSON</p> <ol style="list-style-type: none"> 1. Place of Birth: Duke Hospital - Durham 2. Age: 20 3. What's your favorite food? Spaghetti 4. What frightens you? Selling out of school (without any money!) 5. What person would you most like to meet? George M. Shuman 6. What do you like most about the opposite sex? Their appeal! 	<p>FLIP NENADAL</p> <ol style="list-style-type: none"> 1. Place of birth: Cleveland, Ohio 2. Age: 11/4/47 21 years old 3. What makes you angry? The forgetful roommate! People who complain, act silly, & who don't appreciate the things they have. 4. What is your wardrobe like? Rather sloppily about, yet comfortable, & typically "me". 5. Who's your favorite movie star? Burt Reynolds (Burt has a very upward swing!) 6. What makes you laugh? Being dumb!
<p>CAROL VOGLER</p> <ol style="list-style-type: none"> 1. Place of Birth: Winston-Salem, N.C. 2. Age: 20 yrs. old 3. What is your favorite car? 1929 Packard 4. If you could describe yourself as a storybook character, who would you be? Lois Lane 5. What's the silliest thing you could buy for \$100? Marshall 6. What is your fondest wish? Happiness!! 	<p>HENRI WEAVER</p> <ol style="list-style-type: none"> 1. Place of Birth: Washington, D.C. 2. Age: 20 3. Favorite tv. program: The Bullwinkle Show and favorite - <u>Star Trek</u> 4. Favorite Sport: Daydreaming 5. What is your ultimate ambition? To be Mr. Bryan A. Butler 6. If you had unlimited cash, what would you buy first? a 1929 Packard for Carol.

Significance



- ❧ Comprehensive information about unique campus events and traditions



Significance



- ❧ Candid photographs
- ❧ Distinctive art and ephemera

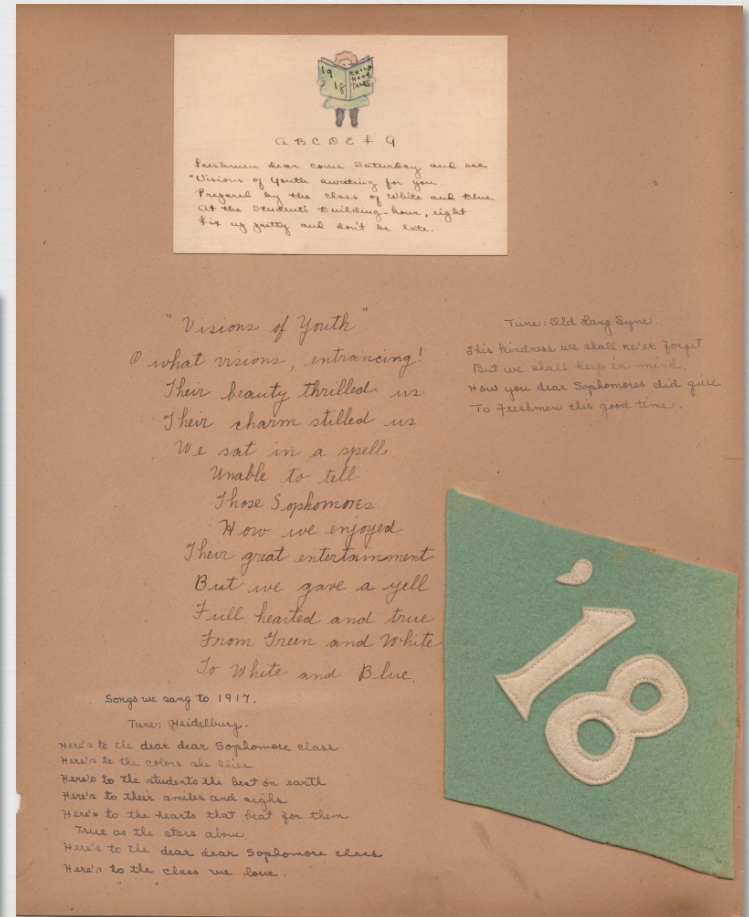


Significance



❧ Class songs and poems

❧ Correspondence



Planning and digitization



Planning challenges



❧ Digital project proposal

❧ Digital Projects
Priorities Team

❧ Annual review
process

❧ Permits assignment of
resources

Digital Project Proposals, New

Your name: _____

Subject or brief title of project: _____

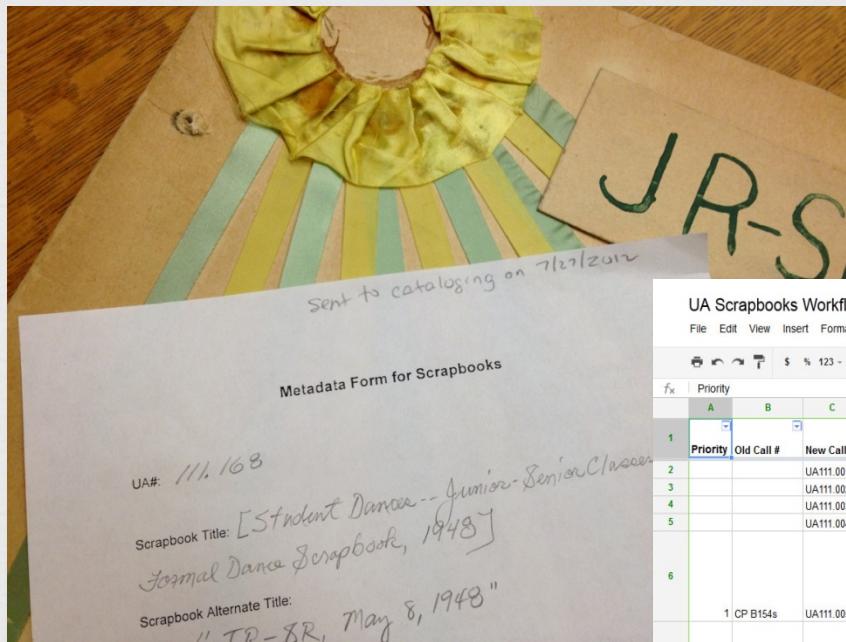
1. In a sentence, summarize your proposed project.
2. Describe the materials/collection that will constitute the digital project. What are the primary format(s), content/subject matter, and number of items?
3. Are the materials or the project concept rare or unique? In what way? Please state if the project content is found in other published forms or if there are similar digital projects online.
4. Does the project enhance institutional curriculum, departmental mission, or library goals? In what way?
5. Do the materials/project have significant historic or research value? What is it?
6. If appropriate, describe the physical control and condition of the collection. How is it currently stored, preserved?
7. Describe the current intellectual control of the collection/project content. Is it cataloged? Are the contents indexed, listed in a spreadsheet? Will additional indexing enhance existing intellectual control and the content's/project's use?
8. Does UNCG own copyright and other rights to the materials, or are they in the public domain? If yes, how do we know that? If not, how difficult do you think it will be to secure appropriate permissions?
9. What do you think can be accomplished on this project next semester? What personnel (who/ hours/wk) and other resources can you commit to the project?
10. Can you suggest any potential external funding sources?

Planning challenges



- ❧ Creating the project team
 - ❧ Special Collections & University Archives
 - ❧ Cataloging
 - ❧ Electronic Resources & Information Technology

Planning challenges



UA Scrapbooks Workflow

File Edit View Insert Format Data Tools Help

All changes saved in Drive

fx

Priority

	A	B	C	D	I	J	K	L
1	Priority	Old Call #	New Call #	Scrapbook Title	To DP	Scanned	QC	Returned to SCUA
2			UA111.001	American Home Economics Association – Student Member Section Scrapbook	1/3/2012	ER 01/03/12	DG 1/5/12	DG 1/9/12
3			UA111.002	American Home Economics Association – Student Member Section Scrapbook	1/3/2012	ER 1/5/12	DG 1/6/12	DG 1/9/12
4			UA111.003	American Home Economics Association – Student Member Section Scrapbook	1/9/2012	ER 1/10/12	DG 1/10/12	DG 1/10/12
5			UA111.004	American Home Economics Association – Student Member Section Scrapbook	1/9/2012	ER 1/9/12	DG 1/10/12	DG 1/10/12
6								
		1 CP B154s	UA111.005	Bailey Hall Scrapbook	7/29/2011	SH 08/15/11	DG 8/16/11	DG 8/16/11
7								
		1 CP B154s	UA111.006	Bailey Hall Scrapbook	7/29/2011	CC 08/15/11	DG 8/16/11	DG 8/16/11
8		CB M152s3	UA111.007	Charles Duncan McIver's Death Scrapbook	1/9/2012	SAH 1/18/12	DG 1/18/12	DG 1/18/12

Tracking issues: Google Drive vs. paper form

Digitization challenges



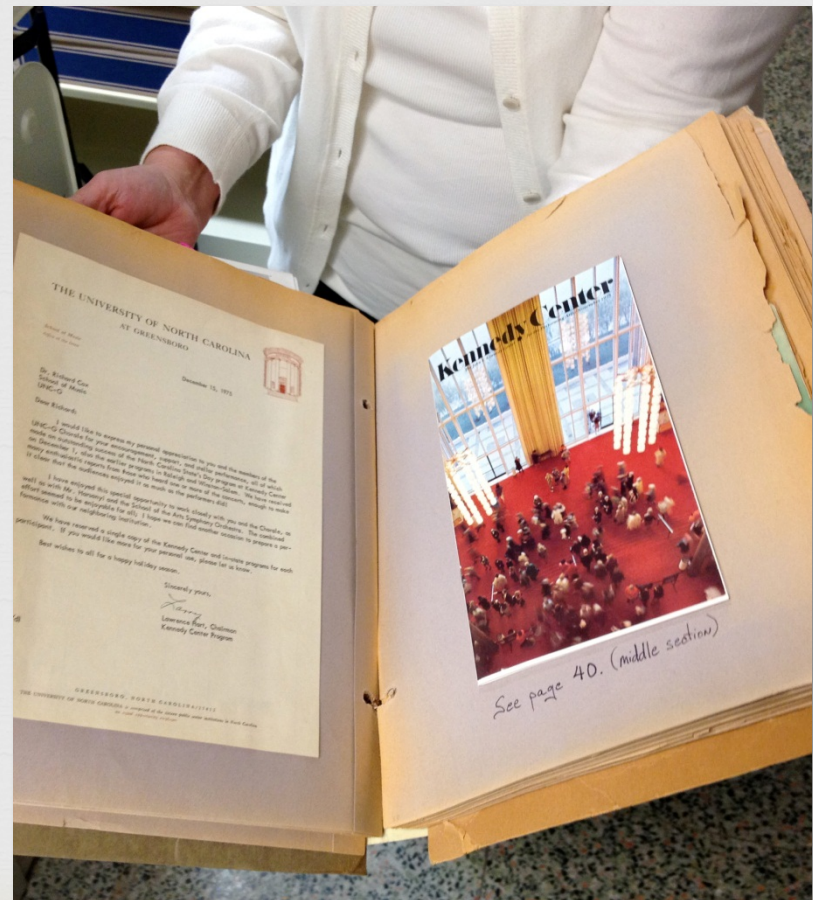
Physical and intellectual control



Digitization challenges



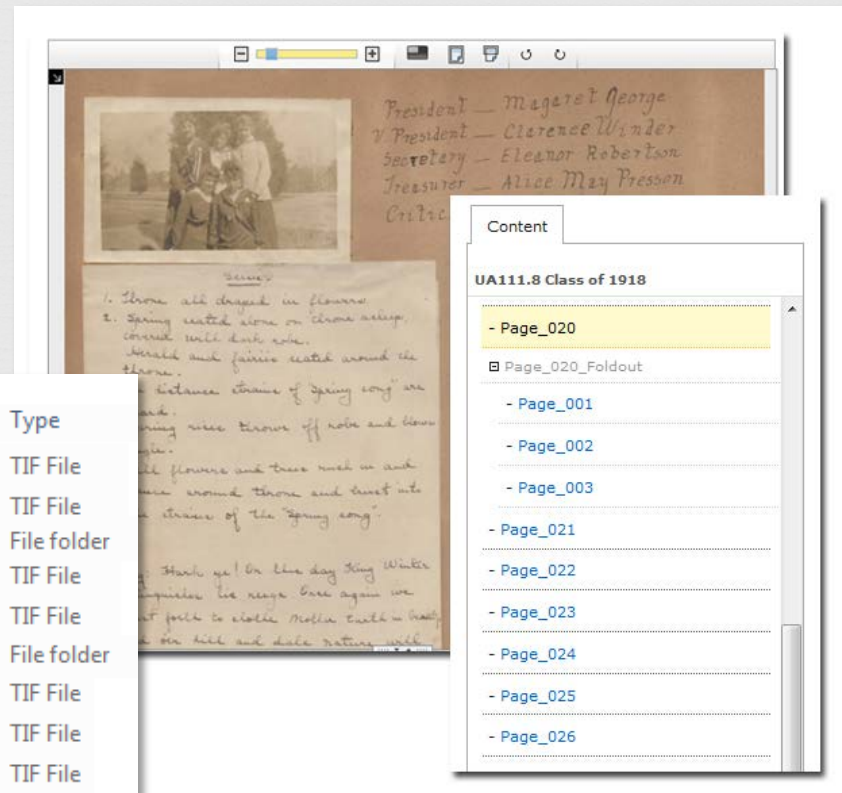
- ❧ Physical challenges
 - ❧ Condition and size
 - ❧ Fragility
 - ❧ Foldouts and attached items



Digitization challenges



- ❧ Digital presentation & hierarchy
- ❧ File structure
- ❧ CONTENTdm display



Name	Date modified	Type
Page_017.tif	8/22/2011 2:19 PM	TIF File
Page_018.tif	8/22/2011 2:22 PM	TIF File
Page_018_Foldout	8/22/2011 5:03 PM	File folder
Page_019.tif	8/22/2011 2:51 PM	TIF File
Page_020.tif	8/22/2011 2:54 PM	TIF File
Page_020_Foldout	8/25/2011 1:40 PM	File folder
Page_021.tif	8/22/2011 2:57 PM	TIF File
Page_022.tif	8/22/2011 3:01 PM	TIF File
Page_023.tif	8/22/2011 3:04 PM	TIF File
Page_024.tif	8/22/2011 3:07 PM	TIF File

Digitization challenges



- ❧ Terminology
 - ❧ File? Folder? Record?
 - ❧ Standardized vs. unique titles
 - ❧ Universal translator?

Metadata creation

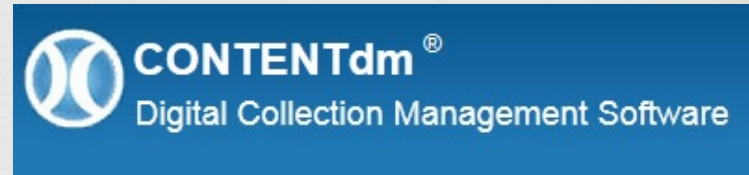


Metadata overview



❧ Dublin Core Scheme

- ❧ History of local use
- ❧ Facilitation of cross-collection searching in CONTENTdm
- ❧ Future data harvesting via WorldCat Digital Collection Gateway



Metadata overview



❧ Controlled vocabularies

❧ LCSH

- ❧ Used for broad, over-arching headings
- ❧ Set headings applied to all items
- ❧ Examples: Scrapbooks; University of North Carolina at Greensboro – Students

❧ Local

- ❧ Used to describe specific item types
- ❧ Individualized by scrapbook

Content terms for scrapbook materials	
Term	Source
advertisements	AAT, TGM
blueprints	TGM
brochures	AAT
Class Day programs	local
Christmas programs	local
commencement programs	local
committee reports	local
correspondence	AAT, TGM
dance cards	AAT, TGM
doodles	AAT
drawings	TGM
dried flowers	local
ephemera	AAT, TGM
essays	AAT
fliers	AAT, TGM
greeting cards	AAT, TGM
Gym Meet programs	local

Metadata overview



Optical character recognition

UNCG delegation membership list

OFFICERS:
DCP: Robert Posluszny _____ "Hammer-Time" Posluszny
V-DCP: Amber Leonard _____ Jungle Woman
SECRETARY: Amy Pruitt _____ Camera Hog

DELEGATES:
Chuck Brewer _____ "The Chuckster"
Michael Burnette _____ The Invisible Guy
Tim Carter _____ Booger
Tom Causey _____ tHom's evil twin brother
Tracy Cioffari _____ Exiled in Asheville
Thom Courcelle _____ The Mad Meistro
Mary Haug _____ "Don't give me a drink."
David Hwang _____ That's Hwang.
Nicole Judkins _____ The Goddess
Myles Layton _____ The Running Man
Crystal A. Mounts _____ ~~Executive Secretary~~(coops, wrong school)
Rod Overton _____ Don't Call me Rodney, man!
Robert Racz _____ "Break it Down!"
Teresa Vera _____ The Green Girl
Jennifer Waldrop _____ Wal-flower
Jeffrey Weeks _____ Wee-Wee
Shayne Weyker _____ Stone Face
The "Rob Doll" _____ ~~Not just another gavel~~

HONORARY MEMBER:
Charles Taft _____ Brownie Charles

INTERN:
Barbara Duffy _____ One-Beer Barbara

ADOPTED MEMBERS:
Rob Young & John Bowmap _____ "The Guys From UNC-A"



Metadata workflow



Original

- ❧ Online data capture
- ❧ Digital Projects: capture and record basic info
- ❧ Archivists: capture and enter standardized descriptive data
- ❧ Catalogers: set standards, provide quality control and training

Revamped

- ❧ Hybrid paper and online data capture
- ❧ Digital Projects: capture and record basic info
- ❧ Archivists: capture and record free-form descriptive data
- ❧ Catalogers: set standards, standardize and enter descriptive data, provide quality control and training

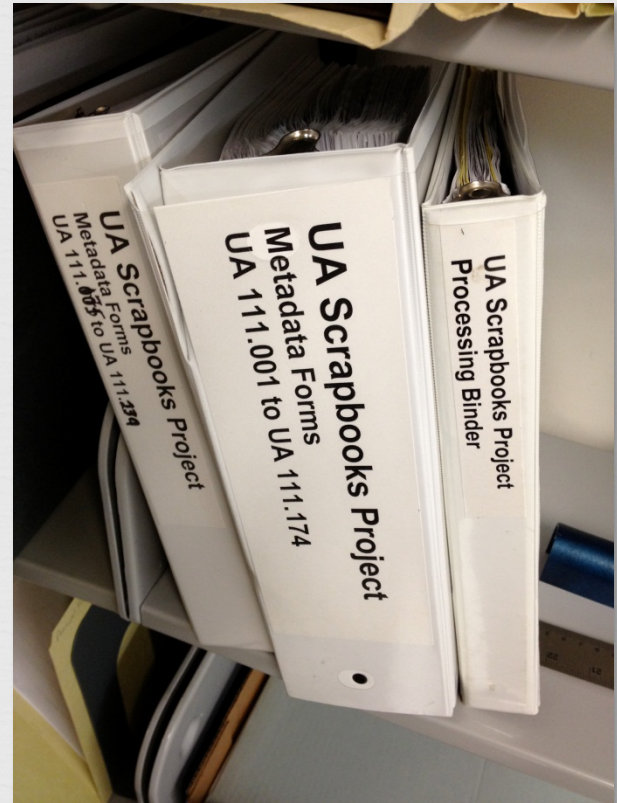
Conclusion(s)



Lessons learned



- ❧ Collaboration
 - ❧ Learning opportunities
 - ❧ Expectations and assumptions
- ❧ Communication
 - ❧ Physical separation and status updates
- ❧ Workflow
 - ❧ Organic hybrid



Was it worth it?



Yes! And here's why:

- ✧ Value of the collection
- ✧ Collaborative approach
- ✧ Future applications
- ✧ Back to the archives

Questions?



Contacts



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